

**Division of Elementary and Secondary Education (DESE)**  
**Annual School Election Requirements and Timelines**  
**November 2, 2021 School Elections**

**SCHOOL ELECTION INFORMATION**

The following are highlights of various legal requirements and do not contain all relevant information. All state laws should be reviewed in their entirety for complete information.

**April 23, 2021** – Deadline for Designating Election Date (Ark. Code Ann. § [6-14-102](#)).

**July 2, 2021** – Resolution Publication Deadline for Election by Zone and At-Large (Ark. Code Ann. § [6-13-630](#)).

**July 25, 2021\* – August 1, 2021\*** – Candidate Filing Period (Ark. Code Ann. §§ [6-14-111](#) and [7-7-203](#)). See Ark. Code Ann. § [6-13-616](#) regarding school board member eligibility.

[\*Deadlines falling on a weekend or holiday when the designated filing office is closed are extended to the following business day, per Ark. Code § 7-1-108. The actual deadline will be Monday, July 26, and August 2, 2021.]

**September 3, 2021** – Deadline for publication of the proposed 2022-23 budget of estimated expenditures as recorded in the school board meeting minutes (Ark. Code Ann. § [26-80-102\(a\)\(2\)](#)).

[Some districts may need to seek approval of the **2022-23** proposed budget at the August board meeting in order to meet the deadline. It is suggested that the proposed budget be published at least one week prior to the legal deadline to allow for corrections if an error is printed.]

**September 16, 2021** – Deadline for county board of election commissioners (CBEC) to deliver absentee ballots to the county clerk for mailing to all qualified applicants (Ark. Code Ann. § [7-5-407\(a\)\(1\)](#)).

**October 3, 2021\*** – Deadline for the county board of election commissioners of each county to designate all the polling sites for each school district in its respective county, including districts having territory in more than one (1) county but which are domiciled in its county for administrative purposes, and to provide the election supplies and appoint the poll workers for holding all school elections. (Ark. Code Ann. § [6-14-106](#)).

[\*Deadlines falling on a weekend or holiday when the designated filing office is closed are extended to the following business day, per § 7-1-108. The actual deadline will be Monday, October 4, 2021.]

**October 13, 2021 and October 28, 2021** – Deadline for the county board of election commissioners to give notice of all school elections under § [7-5-202](#) (Also see Ark. Code Ann. § [6-14-109](#) and § [7-5-206](#)).

**October 26, 2021** – Beginning of early voting for any qualified elector who applies to the county clerk's designated early voting location (Ark. Code Ann. § [7-5-418](#)).

**November 2, 2021 – General Election** - Poll hours must be continuous from 7:30 a.m. until 7:30 p.m. (Ark. Code Ann. §§ [7-5-304](#), [6-14-102](#) and [7-7-203](#)).

**November 30, 2021** - Whenever there are more than two (2) candidates for election to any position on a board of directors and whenever no candidate for any school district position receives a majority of the votes cast for the office or whenever there is a tie vote, there shall be a runoff election held in the district. (Ark. Code Ann. § [6-14-121](#)).

## REMINDERS

1. A school district shall reimburse the county for the cost of the school election. If the school election is held in an even-numbered year, the school district shall reimburse each county in which the school election appears on the preferential primary election or general election ballot for additional costs incurred by the county when holding the school election in conjunction with the preferential primary election or general election. Total reimbursement for a school election shall not exceed an amount equal to the amount the school district reimbursed one or more counties in the aggregate for the last contested school election held in an odd-numbered year. The school shall reimburse a county for the entire cost of a school runoff election if the school election is held in an even-numbered year and the preferential primary election or general election which the school election is held in conjunction with does not result in the holding of a general primary election or a general runoff election in the county so that the school runoff election is the only issue on the ballot. (Ark. Code Ann. § [6-14-118](#))
2. Special Election (Ark. Code Ann. § [6-14-102](#)). The board of directors of any school district shall have the authority to hold a school election concerning the tax rate or debt issues on a date other than that fixed by law provided that:
  - (1) All constitutional and statutory requirements for the annual school election are met;
  - (2) The election is held before the date of the annual school election; and
  - (3) The Commissioner of Education approves the date of the election.
3. If the tax rate proposed in the school election is rejected, the tax rate last approved by the electors in the district will continue to be levied. There are two exceptions to this rule: First, if there is a debt service millage pledge to a commercial bond that has been completely serviced, then that debt service millage shall not be levied. Second, if the operation of Arkansas Constitution Article 14, Section 3(b) or (c) (2) adjusts the millage levied, then the adjusted millage shall be levied (Ark. Code Ann. § [26-80-102](#)).
4. Upon approval of a majority of the qualified voters in the school district voting in the school election, the board of directors of each local school district may designate as dedicated maintenance and operation millage some of the school district's additional maintenance and operation millage that exceeds the uniform rate of tax. (Ark. Code Ann. § [26-80-110 \(a\) \(1\)](#)). Any funds received from the collection of a dedicated maintenance and operations tax shall be used only for maintenance and operation purposes specifically approved by the majority of the qualified voters of the school district voting in the school election and for no other purposes than those that were stated on the ballot. (Ark. Code Ann. § [26-80-110 \(b\)](#)). Any levy of a dedicated maintenance and operation millage shall be limited as set forth in subsection (b) of this section and shall not exceed three (3) mills. (Ark. Code Ann. § [26-80-110\(c\)](#)).

## SAMPLE BUDGETS AND BALLOTS

Sample Budgets and Ballots are provided for each of the following circumstances:

- I No Change in Mills
- II Transfer of Mills
- III New Bond Issue
- IV Extending Existing Tax or Increase of Total Millage

**SAMPLE BUDGET I**  
(For Districts Proposing No Change of Mills)

**INSTRUCTIONS:** Listed below is a suggested form for use in publishing the budget of the district and accompanying tax rate as required by Ark. Code Ann. § 6-13-622 and Amendment 74 of the Constitution of the State of Arkansas. The district should begin with the 2021-22 budgeted expenditures for the categories listed below and then project these expenditures to an amount estimated for 2022-23 school year.

	<u>2021-22 Budget</u>	<u>Estimate 2022-23</u>
1. SALARY FUND EXPENDITURES (2021-22 budget)	\$ _____	\$ _____
2. OPERATING FUND EXPENDITURES:		
A. Instructional Expense	\$ _____	\$ _____
B. Maintenance & Operation	\$ _____	\$ _____
C. Pupil Transportation	\$ _____	\$ _____
D. Other Operating Expenses	\$ _____	\$ _____
E. Non-bonded Debt (Schedules of Payments for 2022-23)		\$ _____
DEBT SERVICE EXPENDITURES (Schedules of payments for fiscal year 2022-23)		\$ _____
BUILDING FUND EXPENDITURES (Estimated for 2022-23)		\$ _____
DEDICATED MAINTENANCE & OPERATIONS (Estimated for 2022-23)	\$ _____	\$ _____

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**PROPOSED BUDGET OF EXPENDITURES TOGETHER WITH TAX LEVY FOR  
FISCAL YEAR BEGINNING JULY 1, 2022 TO AND INCLUDING JUNE 30, 2023**

The Board of Directors of \_\_\_\_\_ School District of \_\_\_\_\_ County, Arkansas in compliance with the requirements of Ark. Code Ann. § 6-13-622 and Amendment 74 of the Constitution of the State of Arkansas, has prepared, approved, and does hereby make public a proposed budget of expenditures for the district in 2022-23 together with a supporting tax rate as follows:

1. Salary Fund Expenditures	\$ _____	6. Non-bonded Debt Payment	\$ _____
2. Instructional Expense	\$ _____	7. Bonded Debt Payment	\$ _____
3. Maintenance & Operation Exp.	\$ _____	8. Building Fund Expense	\$ _____
4. Pupil Transportation Expense	\$ _____	9. Dedicated Maint & Op. Exp.	\$ _____
5. Other Operating Expense	\$ _____		

\_\_\_\_\_ Total Mills School Tax

This represents no change from the previous year. The total tax levy proposed above includes \_\_\_\_\_ mills for the maintenance and operation of schools, \_\_\_\_\_ dedicated maintenance and operation mills dedicated for \_\_\_\_\_ purposes, and \_\_\_\_\_ mills for debt service previously voted as a continuing debt service tax pledged for the retirement of existing bonded indebtedness. The district may use surplus revenues produced each year by debt service millage for other purposes.

Given this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ School District  
County, Arkansas  
President of Board  
Secretary of Board

## SAMPLE BUDGET II

(Transfer of Mills)

**INSTRUCTIONS:** Listed below is a suggested form for use in publishing the budget of the district and accompanying tax rate as required by Ark. Code Ann. § 6-13-622 and Amendment 74 of the Constitution of the State of Arkansas. The district should begin with the 2021-22 budgeted expenditures for the categories listed below and then project these expenditures to an amount estimated for 2022-23 school year.

	2021-22 Budget	Estimate 2022-23
1. SALARY FUND EXPENDITURES (2021-22 budget)	\$ _____	\$ _____
2. OPERATING FUND EXPENDITURES:		
A. Instructional Expense	\$ _____	\$ _____
B. Maintenance & Operation	\$ _____	\$ _____
C. Pupil Transportation	\$ _____	\$ _____
D. Other Operating Expenses	\$ _____	\$ _____
E. Non-bonded Debt (Schedules of Payments for 2022-23)		\$ _____
DEBT SERVICE EXPENDITURES (Schedules of payments for fiscal year 2022-23)		\$ _____
BUILDING FUND EXPENDITURES (Estimated for 2022-23)		\$ _____
DEDICATED MAINTENANCE & OPERATIONS (Estimated for 2022-23)	\$ _____	\$ _____

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### PROPOSED BUDGET OF EXPENDITURES TOGETHER WITH TAX LEVY FOR FISCAL YEAR BEGINNING JULY 1, 2022 TO AND INCLUDING JUNE 30, 2023

The Board of Directors of \_\_\_\_\_ School District of \_\_\_\_\_ County, Arkansas in compliance with the requirements of Ark. Code Ann. § 6-13-622 and Amendment 74 of the Constitution of the State of Arkansas, has prepared, approved, and does hereby make public a proposed budget of expenditures for the district in 2021-22 together with a supporting tax rate as follows:

1. Salary Fund Expenditures	\$ _____	6. Non-bonded Debt Payment	\$ _____
2. Instructional Expense	\$ _____	7. Bonded Debt Payment	\$ _____
3. Maintenance & Operation Exp.	\$ _____	8. Building Fund Expense	\$ _____
4. Pupil Transportation Expense	\$ _____	9. Dedicated Maint & Op. Exp.	\$ _____
5. Other Operating Expense	\$ _____		

\_\_\_\_\_ Total Mills School Tax

The total tax levy proposed above includes \_\_\_\_\_ mills for the maintenance and operation of schools, \_\_\_\_\_ dedicated maintenance and operation mills dedicated for \_\_\_\_\_ purposes, and \_\_\_\_\_ mills for debt service previously voted as a continuing debt service tax pledged for the retirement of existing bonded indebtedness. The district may use surplus revenues produced each year by debt service millage for other purposes. This millage reflects a transfer of \_\_\_\_\_ mills to maintenance and operation previously pledged to a bond issue dated \_\_\_\_\_ to be retired on \_\_\_\_\_. **THIS DOES NOT REFLECT AN INCREASE IN TOTAL MILLAGE.**

Given this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
School District  
County, Arkansas  
President of Board  
Secretary of Board

**SAMPLE BUDGET III**  
(For Districts Voting New Bond Issue)

**INSTRUCTIONS:** Listed below is a suggested form for use in publishing the budget of the district and accompanying tax rate as required by Ark. Code Ann. § 6-13-622 and Amendment 74 of the Constitution of the State of Arkansas. The district should begin with the 2021-22 budgeted expenditures for the categories listed below and then project these expenditures to an amount estimated for 2022-23 school year.

	<u>2021-22 Budget</u>	<u>Estimate 2022-23</u>
1. SALARY FUND EXPENDITURES (2021-22 budget)	\$ _____	\$ _____
2. OPERATING FUND EXPENDITURES:		
A. Instructional Expense	\$ _____	\$ _____
B. Maintenance & Operation	\$ _____	\$ _____
C. Pupil Transportation	\$ _____	\$ _____
D. Other Operating Expenses	\$ _____	\$ _____
E. Non-bonded Debt (Schedules of Payments for 2022-23)		\$ _____
DEBT SERVICE EXPENDITURES (Schedules of payments for fiscal year 2022-23)		\$ _____
BUILDING FUND EXPENDITURES (Estimated for 2022-23)		\$ _____
DEDICATED MAINTENANCE & OPERATIONS (Estimated for 2022-23)	\$ _____	\$ _____

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**PROPOSED BUDGET OF EXPENDITURES TOGETHER WITH TAX LEVY FOR  
FISCAL YEAR BEGINNING JULY 1, 2022 TO AND INCLUDING JUNE 30, 2023**

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1. Salary Fund Expenditures	\$ _____	6. Non-bonded Debt Payment	\$ _____
2. Instructional Expense	\$ _____	7. Bonded Debt Payment	\$ _____
3. Maintenance & Operation Exp.	\$ _____	8. Building Fund Expense	\$ _____
4. Pupil Transportation Expense	\$ _____	9. Dedicated Maint & Op. Exp.	\$ _____
5. Other Operating Expense	\$ _____		

\_\_\_\_\_ Total Mills School Tax

The total tax levy proposed above includes \_\_\_\_\_ mills for the maintenance and operation of schools, \_\_\_\_\_ dedicated maintenance and operation mills dedicated for \_\_\_\_\_ purposes, and \_\_\_\_\_ mills for debt service previously voted as a continuing debt service tax pledged for the retirement of existing bonded indebtedness, and \_\_\_\_\_ mills as a continuing debt service tax or a proposed bond issue of \$ \_\_\_\_\_ which will be retired on \_\_\_\_\_. The district may use surplus revenues produced each year by debt service millage for other purposes.

Given this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
School District  
County, Arkansas  
President of Board  
Secretary of Board

### SAMPLE BUDGET IV

(For Districts Voting to Extend Existing Tax or Proposing to Increase Maintenance and Operation)

**INSTRUCTIONS:** Listed below is a suggested form for use in publishing the budget of the district and accompanying tax rate as required by Ark. Code Ann. § 6-13-622 and Amendment 74 of the Constitution of the State of Arkansas. The district should begin with the 2022-23 budgeted expenditures for the categories listed below and then project these expenditures to an amount estimated for 2022-23 school year.

	<u>2021-22 Budget</u>	<u>Estimate 2022-23</u>
1. SALARY FUND EXPENDITURES (2021-22 budget)	\$ _____	\$ _____
2. OPERATING FUND EXPENDITURES:		
A. Instructional Expense	\$ _____	\$ _____
B. Maintenance & Operation	\$ _____	\$ _____
C. Pupil Transportation	\$ _____	\$ _____
D. Other Operating Expenses	\$ _____	\$ _____
E. Non-bonded Debt (Schedules of Payments for 2022-23)		\$ _____
DEBT SERVICE EXPENDITURES (Schedules of payments for fiscal year 2022-23)		\$ _____
BUILDING FUND EXPENDITURES (Estimated for 2022-23)		\$ _____
DEDICATED MAINTENANCE & OPERATIONS (Estimated for 2022-23)	\$ _____	\$ _____

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1. Salary Fund Expenditures	\$ _____	6. Non-bonded Debt Payment	\$ _____
2. Instructional Expense	\$ _____	7. Bonded Debt Payment	\$ _____
3. Maintenance & Operation Exp.	\$ _____	8. Building Fund Expense	\$ _____
4. Pupil Transportation Expense	\$ _____	9. Dedicated Maint & Op. Exp.	\$ _____
5. Other Operating Expense	\$ _____		

\_\_\_\_\_ Total Mills School Tax

The total tax levy proposed above includes \_\_\_\_\_ mills for the maintenance and operation of schools, of which \_\_\_\_\_ mills is an increase for maintenance and operation of schools, \_\_\_\_\_ dedicated maintenance and operation mills dedicated for \_\_\_\_\_ purposes, and \_\_\_\_\_ mills for debt service previously voted as a continuing debt service tax pledged for the retirement of existing bonded indebtedness.\* The district may use surplus revenues produced each year by debt service millage for other purposes.

\*If the mills for more than one issue are rededicated, please identify each issue separately.

Given this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
School District  
County, Arkansas  
President of Board  
Secretary of Board

**SAMPLE BALLOT I**  
 (For Districts Proposing No Change of Mills)  
**OFFICIAL BALLOT FOR ANNUAL SCHOOL ELECTION**  
 IN \_\_\_\_\_ SCHOOL DISTRICT OF \_\_\_\_\_ COUNTY, ARKANSAS

(Date)  
 VOTE BY PLACING AN "X" IN THE SQUARE OPPOSITE  
 THE PERSON FOR WHOM YOU WISH TO VOTE

BOARD OF DIRECTORS FOR \_\_\_\_\_ year term (unexpired) VOTE FOR 1

POSITION  
 NO. \_\_\_\_\_

David P. Carter .....	( )
James W. Hall .....	( )
_____ .....	( )
(Write In)	

POSITION  
 NO. \_\_\_\_\_

BOARD OF DIRECTORS FOR _____ year term (regular)	
Mrs. Linda Williams .....	( )
Charles Smith .....	( )
_____ .....	( )
(Write In)	

VOTE ON MEASURE BY PLACING AN "X" IN THE SQUARE  
 OPPOSITE THE MEASURE EITHER FOR OR AGAINST

For Tax .....	( )
Against Tax .....	( )

\_\_\_\_\_ Total Mills School Tax

This represents no change from the previous year. The total tax levy proposed above includes \_\_\_\_\_ for the maintenance and operation of schools, \_\_\_\_\_ dedicated maintenance and operation mills dedicated for \_\_\_\_\_ purposes, and \_\_\_\_\_ mills for debt service previously voted as a continuing debt service tax pledged for the retirement of existing bonded indebtedness. The district may use surplus revenues produced each year by debt service millage for other purposes.

(Perforation)

LIST OF VOTERS NUMBER \_\_\_\_\_

**SAMPLE BALLOT II**  
(Transfer of Mills)  
OFFICIAL BALLOT FOR ANNUAL SCHOOL ELECTION  
IN \_\_\_\_\_ SCHOOL DISTRICT OF \_\_\_\_\_ COUNTY, ARKANSAS

(Date)  
VOTE BY PLACING AN "X" IN THE SQUARE OPPOSITE  
THE PERSON FOR WHOM YOU WISH TO VOTE

BOARD OF DIRECTORS FOR \_\_\_\_\_ year term (unexpired)

VOTE FOR 1

POSITION  
NO. \_\_\_\_\_

David P. Carter .....	( )
James W. Hall .....	( )
_____ .....	( )
(Write In)	

BOARD OF DIRECTORS FOR \_\_\_\_\_ year term (regular)

POSITION  
NO. \_\_\_\_\_

Mrs. Linda Williams .....	( )
Charles Smith .....	( )
_____ .....	( )
(Write In)	

VOTE ON MEASURE BY PLACING AN "X" IN THE SQUARE  
OPPOSITE THE MEASURE EITHER FOR OR AGAINST

For Tax .....	( )
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Against Tax .....	( )
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\_\_\_\_\_ Total Mills School Tax

The total tax levy proposed above includes \_\_\_\_\_ mills for the maintenance and operation of schools, \_\_\_\_\_ dedicated maintenance and operation mills dedicated for \_\_\_\_\_ purposes, and \_\_\_\_\_ mills for debt service previously voted as a continuing debt service tax pledged for the retirement of existing bonded indebtedness. The district may use surplus revenues produced each year by debt service millage for other purposes. This millage reflects a transfer of \_\_\_\_\_ mills to maintenance and operation previously pledged to a bond issue dated \_\_\_\_\_ to be retired on \_\_\_\_\_. THIS DOES NOT REFLECT AN INCREASE IN TOTAL MILLAGE.

(Perforation)

LIST OF VOTERS NUMBER \_\_\_\_\_



**SAMPLE BALLOT III**  
(For Districts Voting a New Bond Issue)  
**OFFICIAL BALLOT FOR ANNUAL SCHOOL ELECTION**  
IN \_\_\_\_\_ SCHOOL DISTRICT OF \_\_\_\_\_ COUNTY, ARKANSAS

(Date)  
VOTE BY PLACING AN "X" IN THE SQUARE OPPOSITE  
THE PERSON FOR WHOM YOU WISH TO VOTE

BOARD OF DIRECTORS FOR \_\_\_\_\_ year term (unexpired)

VOTE FOR 1

POSITION  
NO. \_\_\_\_\_

David P. Carter .....	( )
James W. Hall .....	( )
_____ .....	( )
(Write In)	

POSITION  
NO. \_\_\_\_\_

BOARD OF DIRECTORS FOR _____ year term (regular)	
Mrs. Linda Williams. ....	( )
Charles Smith .....	( )
_____ .....	( )
(Write In)	

VOTE ON MEASURE BY PLACING AN "X" IN THE SQUARE  
OPPOSITE THE MEASURE EITHER FOR OR AGAINST

For Tax .....	( )
Against Tax .....	( )

\_\_\_\_\_ Total Mills School Tax

The total tax levy proposed above includes \_\_\_\_\_ mills for the maintenance and operation of schools, \_\_\_\_\_ dedicated maintenance and operation mills, \_\_\_\_\_ mills for debt service previously voted as a continuing debt service tax pledged for the retirement of existing bonded indebtedness, and \_\_\_\_\_ mills as a continuing debt service tax on a proposed bond issue of \$\_\_\_\_\_ which will be retired on \_\_\_\_\_. The district may use surplus revenues produced each year by debt service millage for other purposes.

(Perforation)

LIST OF VOTERS NUMBER \_\_\_\_\_

**SAMPLE BALLOT IV**  
 (Extending Existing Tax or Increasing Total Millage)  
**OFFICIAL BALLOT FOR ANNUAL SCHOOL ELECTION**  
 IN \_\_\_\_\_ SCHOOL DISTRICT OF \_\_\_\_\_ COUNTY, ARKANSAS

(Date)  
 VOTE BY PLACING AN "X" IN THE SQUARE OPPOSITE  
 THE PERSON FOR WHOM YOU WISH TO VOTE

BOARD OF DIRECTORS FOR \_\_\_\_\_ year term (unexpired) VOTE FOR 1

POSITION  
 NO. \_\_\_\_\_

David P. Carter .....	( )
James W. Hall .....	( )
_____ .....	( )
(Write In)	

POSITION  
 NO. \_\_\_\_\_

BOARD OF DIRECTORS FOR _____ year term (regular)	
Mrs. Linda Williams. ....	( )
Charles Smith .....	( )
_____ .....	( )
(Write In)	

VOTE ON MEASURE BY PLACING AN "X" IN THE SQUARE  
 OPPOSITE THE MEASURE EITHER FOR OR AGAINST

For Tax .....	( )
Against Tax .....	( )

\_\_\_\_\_ Total Mills School Tax

The total tax levy proposed above includes \_\_\_\_\_ mills for the maintenance and operation of schools, of which \_\_\_\_\_ mills is an increase for maintenance and operation of schools, \_\_\_\_\_ dedicated maintenance and operation mills for \_\_\_\_\_ purposes, and \_\_\_\_\_ mills for debt service previously voted as a continuing debt service tax pledged for the retirement of existing bonded indebtedness.\* The district may use surplus revenues produced each year by debt service millage for other purposes.

\*If the mills for more than one issue are rededicated, please identify each issue separately.

\_\_\_\_\_  
 (Perforation)

LIST OF VOTERS NUMBER \_\_\_\_\_